



Forest Heights Police Department Policy and Procedures Manual

Subject:	Promotions			
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A. Purpose

To document the policy and procedures by which Forest Heights Police Department (FHPD) officers are considered eligible and evaluated for promotion to the next highest rank within the FHPD.

B. Policy

Promotions within the FHPD for officers hired after May 1, 1992, will be based on:

1. Specifications of position;
2. Evaluations; and
3. Knowledge of the job of a FHPD officer ascertained by examination or determined by the FHPD Chief.

C. Criteria for Promotion to Each Rank

1. Police Officer First Class
 - a. Successful completion of one year of service time;
 - b. Evaluations;
 - c. Knowledge of job determined by the Chief of Police.
2. Corporal
 - a. Successful completion of two years service time;
 - b. Evaluation;
 - c. Knowledge of job ascertained by the Chief of Police; and
 - d. Specifications of position.
3. Staff Sergeant
 - a. Successful completion of three years service time;
 - b. Evaluations;
 - c. Knowledge of job as determined by the FHPD Chief;
 - d. Approved by the Town Council.
4. Lieutenant
 - a. Successful completion of one year as a staff sergeant;
 - b. Evaluations;
 - c. Knowledge of job as determined by the Chief of Police;
 - e. Job Performance; and
 - f. Approved by Town Council.

D. Exception

Based on the immediate needs of the FHPD as determined by the Chief, the above requirements for time in grade may be waived by the Chief to operationally fill necessary voids in the rank structure. The Chief will document his decision in writing to the Mayor and Council Liaison of the Town of Forest Heights.